FIRST SHIFT DAY, 6-11 February 1966

I. General Shift Day procedure for heelers:

a. 4:00 reporting time
b. importance of introductions
c. proper telephone procedure--both lines
d. calling personnel
e. pulling records for Stardust and Classics by Request
   1. filing same
f. checking continuity
g. food runs
h. cleaning

II. Program Procedure

a. all duties of supervisors
b. Programming and Personnel of the Day
   1. particular content of each show, and program theory of FM, 640, and 540; simulcasting and station switches
   2. News--sources and make-up, UPI procedure
   3. Present and past Executive Committees, and duties of all members.

III. Complete Tour of the station, including x-mitter room, in conjunction with:

IV. Engineering Lecture

a. Control Rooms and Studios I and II, complete: console, patchboards, announcer controls, warning lights (!)
b. questions and comments re Saturday Broadcasts

These last two sections will be time consuming; go slowly, be sure questions are answered and that equipment and procedures are understood. Today particularly is primarily for information, so supes should be very available for questions, and should impress upon heelers the necessity for initiative and curiousity.

"WE'RE OFF!"--autobiography of Orville Wright, p.640.

jim, VC

SECOND SHIFT DAY-- 13-18

I. Programming for the entire week

1. Regular daily programming and personel

2. Particular specials--their content and origins

3. Station switching (where it varies from your day)

4. Sunday programming--its differences from other days and why

5. Prestiege shifts--what, why, and who.

a. Mat, Hive, Atb, POP, Retch, Dust.

II. Engineering--review of all three control rooms, as outlined last week
1. Patchboard--complete
a. break and bridge patches
b. Tel lines
c. Bus patches
d. Color coding
2. monitor, cue, phones: talkback-gains and use
3. air cue, line cue, audition
4. Secondary means of cueing and talkback
a. best know for this Saturday
5. In shoet, all engineering procedures except those outside the station (i.e. remotes)

III. Business review, after last Thursday*s meeting
1. Location and use of rate cards, contracts, time orders, solicitation reports, continuity
2. Selling procedures and package presentation
3. Sources of nswers to questions by both heelers and supes-- Sudow, Shen, Edleman, Loebelson

IV. Individual meetings with Supes and quiz
1. Seeds of thought on projects

WUN FAT NIP
Chief strategist for the V.C.

THIRD SHIFT DAY, 20-25 FEBRUARY

I. ENGINEERING

All tape recorders--their use and mis-use.

a. all patching for on-the-air taping and putting tapes on air.
   audition and channels 2 and B
   use of rec beep
   bus patches to CR III
   listening to free tape, and bulking procedure

b. portable recording
   necessary accessories--power cord, phones, mikes, tape
   avoiding DC power
   levels and monitoring
   mike and line inp uts

c. need of returning equipment and putting tape in correct cabinet, to avoid the Mad Bulker

d. editing procedure; how to make a silent splice

If time allows, a useful project for teams of heelers would be the making of a tape for Saturday use--undertheme, spot, break, promo, etc.--thus giving both recording and air experience. Also, be sure heelers see and help with taping projects, patching, bulking, riding pot for YCS sessions, etc.

II. PROGRAM

Operations Department--APD/O

1. positions and personnel
2. review of supes duties
3. Traffic manager
   a. all log procedure--colors, code, procedure for airing spots
4. Continuity--Ivy, et's
5. Arrangement of spots--BTA, program type
6. Public service
7. Topical Timetable

Projects should be crystalizing,
Sales should be mounting
Intelligence should be gathered; one more shift day till half-way test,
Prom dates should be referred to the VC for approval.

Anyone who thinks his prom date is better looking than the VC's date will be dropped from the comp immediately.

jim
the Mad Lecher

THIRD SHIFT DAY, 20-25 FEBRUARY

I. ENGINEERING

All tape recorders--their use and mis-use.

a. all patching for on-the-air taping and putting tapes on air.
audition and channels 2 and B
use of rec beep
bus patches to CR III
listening to free tape, and bulking procedure

b. portable recording
necessary accessories--power cord, phones, mikes, tape
avoiding DC power
levels and monitoring
mike and line inp uts

c. need of returning equipment and putting tape in correct cabinet, to avoid the Mad Bulker

d. editing procedure; how to make a silent splice

If time allows, a useful project for teams of heelers would be the making of a tape for Saturday use--undertheme, spot, break, promo, etc.--thus giving both recording and air experience. Also, be sure heelers see and help with taping projects, patching, bulking, riding pot for YCS sessions, etc.

II. PROGRAM

Operations Department--APD/O

1. positions and personnel
2. review of supes duties
3. Traffic manager
   a. all log procedure--colors, code, procedure for airing spots
4. Continuity--Ivy, et's
5. Arrangement of spots--BTA, program type
6. Public service
7. Topical Timetable

Projects should be crystalizing,
Sales should be mounting
Intelligence should be gathered; one more shift day till half-way test,
Prom dates should be referred to the VC for approval.

Anyone who thinks his prom date is better looking than the VC's date will be dropped from the comp immediately.

jim
the Mad Lecher

FOURTH SHIFT DAY--28 Feb-5 March

Half-way test will be given Sunday night, March 6, at 7 p.m. Attendance required; excuses will be given only in the direst of circumstances, and only beforehand!

Engineering:

review for test: all control rooms, consoles, patchboards, tranmmitter readings, procedures. Not included: remote procedure, sign on and sign off. Know all taping procedure and equipment, for use within and without the station.

Program:

general outline of chain of command, personnel and positions--the general delegation of responsibility (This only in general terms except in such cases as Operations which have been covered in detail.)
Complete review of programming for week--personnel for prestige shifts, specials, newscasts, station switching procedure.
review of duties of all positions handled in lectures--execs, supervisors.

Remember: read the minutes of the general board, executive board, board of governers, and supe reports. These will be sources for test material, as will the sales book, FCC license outline, shift day lecture sheets, and any other posted and pertinent material.

Heelrs will combe their broadcasts this Saturday; if time allows, cover the philosophy of combo-ing.

If your day is as yet without a day project, I have several in mind and will entertain any other ideas.

Seven o'clock Sunday. Good luck.

jim
VC

FIFTH SHIFT DAT 6-11 MARCH 1966

Programming Procedure
Review of halfway test--correct answers and discussion
Review of FCC license book, and questions theron.
The chain of command, complete--all personnel and duties.

Engineering: Remote procedure

1. demonstration of use of all remote units
2. Procedure on going out of town
   a. notification of supes, checking out of equipment,
   b. checking operation of equipment before leaving, and correct packing of equipment:
      1. what to take: remote, mikes, headphones, extension cords, wire, pliers, strippers, screwdrivers, tape, spare fuses, cpntinuity, scrap paper, banner, cough drops.
   c. confirmation of long line and gate passes--chief engineer and Sports Information Director, if sports event, or press manager.
   d. sending down the line, time checks, marks, dead air.
   e. calling station--Ted Molligen or Tony Adonolfi.
3. In-town procedure--PL loops, tapping local telephones
4. Procedure from the station
   a. taking calls from tel co, and marking incoming line
   b. listening on cue and backtiming via timer
   c. comp amp or pad patch
   d. good-night time

Supes--If you don't know remote procedure cold, swallow your pride and call someone who does.

"There is nothing like a good remote."--
the disembodied Voice of Yale Sports.

Day and individual projects should be well under way. Spend time on these, including help on heeler sales.

"It's downhill from here!"--
Italian bobsled team

jim
VC

SIXTH SHIFT DAY 13-18 MARCH

Engineering:

Signing on and off
all switches--rack power, plates, line switches, Xmas tree, turntable neutral, channels and monitors
airing 1000 cycles as test; new number for 1000 is any exchange plus 0960, thus; 562-0960
contents of sign on an sign off tape; should be memorized, as precaution against tape crump

Procedures in CR III and Studio III--how FM is currently going out

Any questions on engineering in any studio, and on remotes

Programming:

The position of the station in relation to:

1. the Ivy network--the other Ivy stations (and girls' stations), Ivy expansion

2. the state of Connecticut--non-profit corporation; our educational status
   a. the legal position of the Board of Governors

3. the constitution and by-laws--amendment procedure, voting rights, attendance requirements, quorum

A final reminder, before vacation, of the things which need be done p.d.q., in order to be allowed to come up for election:
licenses; ads. sellsellsellsellsellsellsellsell
Another requirement, of the projects and activities, which in their incomplete state are worthless as plus points come elections.
projectprojectprojectprojectprojectprojectprojectproject

Remember:

"My vacation tan had nothing to do with my election."
--John V. Lindsay

jim
VC

SIXTH SHIFT DAY 13-18 MARCH

Engineering:

Signing on and off
all switches--rack power, plates, line switches, Xmas tree, turntable neutral, channels and monitors
airing 1000 cycles as test; new number for 1000 is any exchange plus 0960, thus; 562-0960
contents of sign on an sign off tape; should be memorized, as precaution against tape crump

Procedures in CR III and Studio III--how FM is currently going out

Any questions on engineering in any studio, and on remotes

Programming:

The position of the station in relation to:

1. the Ivy network--the other Ivy stations (and girls' stations), Ivy expansion

2. the state of Connecticut--non-profit corporation; our educational status
   a. the legal position of the Board of Governors

3. the constitution and by-laws--amendment procedure, voting rights, attendance requirements, quorum

A final reminder, before vacation, of the things which need be done p.d.q., in order to be allowed to come up for election:
licenses; ads. sellsellsellsellsellsellsellsell
Another requirement, of the projects and activities, which in their incomplete state are worthless as plus points come elections.
projectprojectprojectprojectprojectprojectprojectproject

Remember:

"My vacation tan had nothing to do with my election."
--John V. Lindsay

jim
VC